

Public Records Advisory Commission
Box 178, City Hall
Alexandria, Virginia 22313
(703) 746-4591

DATE: MONDAY, APRIL 17, 2017
TO: MEMBERS, PUBLIC RECORDS ADVISORY COMMISSION
FROM: JACKIE COHAN, RECORDS ADMINISTRATOR & ARCHIVIST
SUBJECT: MEETING ON MONDAY, APRIL 17, 2017

There will be a meeting of the Public Records Advisory Commission on Monday, April 17, 2017, at 7:30 PM. **The meeting will be held in Room 1102A at City Hall at 7:30 PM.**

Commission members are required to attend 75% of the meetings. If you are ill, or will be out of town, please call the Records Administrator & Archivist at (703) 746-4591 to be excused.

Persons with disabilities requiring special accommodations or arrangements should contact the Records Administrator & Archivist at (703) 746-4591 at least 48 hours prior to the meeting.

AGENDA

PUBLIC RECORDS ADVISORY COMMISSION
MONDAY, APRIL 17, 2017 7:30 PM
CITY HALL, ROOM 1102A

DISCUSSION ITEMS

1. Call to order at 7:30 p.m.
2. Appointment of secretary
3. Review of the minutes of the March 20, 2017 meeting
4. Discussion on records management training for new city employees
5. Future city plans for records management/retention
6. Selection of chairperson or chairpersons
7. Selection of representative to the Historic Alexandria Resources Commission
8. New Business

Persons with disabilities requiring special accommodations or arrangements should contact the Records Administrator & Archivist at (703) 746-4591 at least 48 hours prior to the meeting. [TTY citizen assistance at (703) 838-5056]

Members, please call the Records Administrator & Archivist at (703) 746-4591 if you are not able to attend.